



POSITION TITLE: Foreclosure Prevention AmeriCorps Member
REPORTS TO: HomeOwnership Center Manager
DEPT: Foreclosure Counseling
APPROVED BY: Executive Director
SUPERVISES: n/a

POSITION SUMMARY

The Foreclosure Prevention AmeriCorps member is responsible for working with the Foreclosure Counselors and HomeOwnership Center Manager with position related intake, filing, and paperwork duties related to the work of the Foreclosure Department. This includes fielding initial foreclosure counseling service inquiries by phone, preparing and mailing foreclosure assistance applications and paperwork, administering data entry related to foreclosure counseling activity in Counselor Max tracking software, helping to maintain the department's foreclosure files in an orderly fashion, and backing up foreclosure-related documentation digitally as necessary. Additional tasks may include the development of foreclosure counseling related flyers and literature for the purposes of program marketing and outreach, as well as education and outreach to community organizations regarding the 90-Day Pre-Foreclosure Negotiation Law and mitigating neighborhood impacts of foreclosures and other position related duties as needed.

The Foreclosure Prevention AmeriCorps member is forbidden from providing any direct counseling to our foreclosure clients. Duties revolve around initial intake, data entry, file coordination, and other non-direct services only.

REPORTING RELATIONSHIPS

The Foreclosure Prevention AmeriCorps member will report to the HomeOwnership Center Manager, who will oversee the general execution of their duties and provide training, client assistance, and oversight as needed. The Foreclosure Prevention AmeriCorps member will directly provide aid to the Foreclosure Counselors, with the HomeOwnership Center Manager supervising this process. The HomeOwnership Center Manager, in turn, reports to the Deputy Director, who oversees the general activity of all departments.

DUTIES & ESSENTIAL POSITION FUNCTIONS

The position duties of the Foreclosure Prevention AmeriCorps member will be generally expected to break down roughly as follows:

Direct Service: 60%
Capacity Building: 30%
Training: 10%

OTHER FUNCTIONS AND RESPONSIBILITIES

Provide other program or position related duties as assigned.

QUALIFICATIONS

All applicants for this position should be a US citizen with a valid driver's license and the ability to reliably commute to and from the position site. In addition, the following qualifications are desired:

- Strong general computer literacy (MS Word, Excel, Outlook, Internet-based Applications, etc.)

- Database or data-entry related experience a plus, but can train intelligent, willing candidate
- Strong people skills, including ability to work enthusiastically with a team
- Strong personal communication & phone skills
- Previous experience working with non-profits a plus, but can train intelligent, willing candidate

AMERICORPS MEMBER SERVICE REQUIREMENTS

- Members must be a U.S. citizen or lawful permanent resident.
- Members must be 18 years old or 17 with parent permission.
- Members must either have a high school diploma or equivalent.
- Members must pass criminal history and registered sex offender background checks.
- Members must serve 1,700 hours during the 12 month service term.
- Members must participate in all mandatory AmeriCorps related activities and trainings.
- Members must fulfill program related requirements which include but are not limited to; submitting direct service reports & quarterly service highlights and completing bi-weekly timesheets.

AMERICORPS MEMBER SERVICE BENEFITS:

- Members will receive a \$12,100 living stipend from the Corporation for National and Community Service for their service activities. The living stipend will be paid in semi-monthly installments.
- Members are eligible for health insurance (the member only- family members are not eligible) and childcare assistance.
- Upon successful completion of the 12 month service term, members will receive \$5,550 educational award that can be used toward student loan payments or returning to higher education
- Full-time members also qualify for student loan forbearance during their service and may be eligible to have the interest paid off after service.
- CEDAM, host agencies and the Michigan Foreclosure Task Force will provide training for AmeriCorps members on relevant background information on foreclosure to ensure that they are adequately prepared for service.

HOST AGENCY

KNHS was incorporated in 1981 and is a Chartered Member of NeighborWorks America. It is a non-profit 501(c)3 organization. Its mission is revitalizing neighborhoods and fostering homeownership.

HOW TO APPLY

To apply please send a résumé and cover letter to Matt Lager at matt@knhs.org